

# EVENTS USER GUIDE 2019



• THE FA GIRLS' FOOTBALL CENTRES •



# Events User Guide 2019

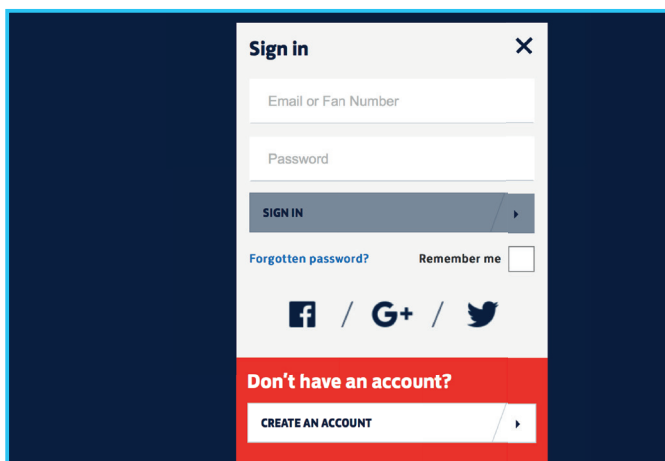
## Welcome to The SSE Wildcats

You have been approved to run one of our programmes. To start your journey please visit [FAEVENTS.THEFA.COM](http://FAEVENTS.THEFA.COM)

To log in, enter your:

**EMAIL OR FAN NUMBER**

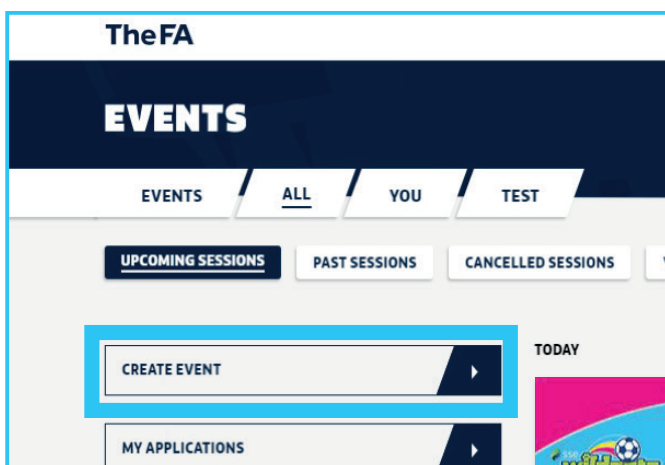
**PASSWORD**



The image shows a 'Sign in' modal window. It has a close button (X) in the top right corner. Below the title, there are two input fields: 'Email or Fan Number' and 'Password'. A 'SIGN IN' button with a right-pointing arrow is below these fields. There are links for 'Forgotten password?' and a 'Remember me' checkbox. Below these are social media icons for Facebook, Google+, and Twitter. At the bottom, there is a red banner with the text 'Don't have an account?' and a 'CREATE AN ACCOUNT' button with a right-pointing arrow.

The create event button will appear top left of the screen. You need to 'create events' for your session details to show up on [THEFA.COM](http://THEFA.COM) search portal so that people can book your sessions and allow you to view bookings and take attendance.

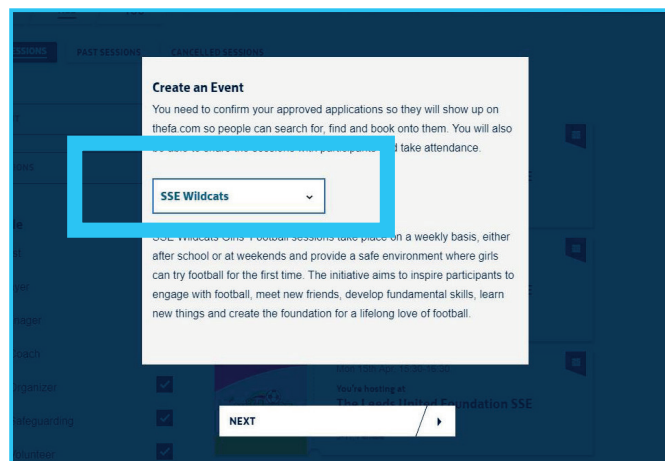
To start click on the **CREATE EVENT** button.



The image shows the main interface of the TheFA Events portal. At the top is the 'TheFA' logo. Below it is a large 'EVENTS' header. Underneath are four tabs: 'EVENTS', 'ALL', 'YOU', and 'TEST'. Below these are three buttons: 'UPCOMING SESSIONS', 'PAST SESSIONS', and 'CANCELLED SESSIONS'. In the bottom left, there is a 'CREATE EVENT' button with a right-pointing arrow, highlighted with a blue box. Below it is a 'MY APPLICATIONS' button with a right-pointing arrow. On the right side, there is a 'TODAY' section with a pink and blue graphic.

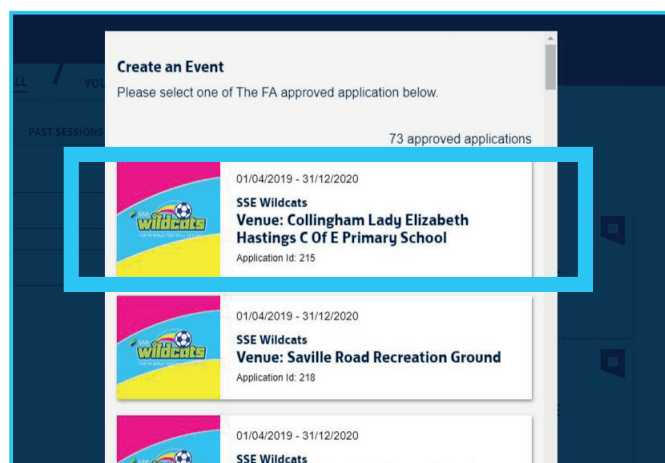
After you complete each section throughout the process, select the **NEXT** button to continue.

Choose the **PROGRAMME** you are planning to run from the dropdown menu.



The image shows a 'Create an Event' form. It has a title 'Create an Event' and a sub-header 'You need to confirm your approved applications so they will show up on thefa.com so people can search for, find and book onto them. You will also be able to take attendance.' Below this is a dropdown menu with 'SSE Wildcats' selected, highlighted with a blue box. Below the dropdown is a paragraph of text: 'SSE Wildcats Girls Football sessions take place on a weekly basis, either after school or at weekends and provide a safe environment where girls can try football for the first time. The initiative aims to inspire participants to engage with football, meet new friends, develop fundamental skills, learn new things and create the foundation for a lifelong love of football.' At the bottom right is a 'NEXT' button with a right-pointing arrow.

Select the relevant approved **APPLICATION** from the list of applications that appear.



The image shows a list of approved applications. The title is 'Create an Event' with a sub-header 'Please select one of The FA approved application below.' Below this is a list of 73 approved applications. The first application is highlighted with a blue box. It shows the 'SSE Wildcats' logo, the date range '01/04/2019 - 31/12/2020', the venue 'Collingham Lady Elizabeth Hastings C Of E Primary School', and the application ID '215'. Below this is another application with the same date range and venue 'Saville Road Recreation Ground' and application ID '218'. A third application is partially visible at the bottom.

Information will be pulled across from your relevant approved application.

If you need to make any significant changes that are not reflected in your application such as adding a new venue or coach please go back to [FAEVENTS.THEFA.COM/](https://FAEVENTS.THEFA.COM/) and click on [MY APPLICATIONS](#), choose the relevant application and edit details as required. Request CFA approval and once approved apply your additions or amends to your sessions.

During this stage you can change details such as:

The age range of the sessions - provided the [MINIMUM AND MAXIMUM AGE](#) range are within the approved application.

The screenshot shows the 'Create an Event' form with various options like 'Disability Specific Event?', 'Is it a Walking Football Event?', and 'Is this a Futsal event?'. The 'Minimum Age' and 'Maximum Age' fields are highlighted with a red box, indicating where to set the age range for the sessions.

Participant spaces - these are pulled from the application but you can change numbers at this stage providing adherence to application requirements. Minimum required spaces for [SSE WILDCATS IS 30](#). If a number entered is less than the minimum required, you will get an error message (see below).

The screenshot shows the 'Create an Event' form with the 'Number of spaces available' field highlighted with a red box. Below the field, an error message states: 'spaces for SSE Wildcats is 30 Please select a number equal to or greater than 30.' The 'NEXT' button is visible at the bottom.

Confirm your start and end dates. Default dates are prepopulated from your approved application. Dates are editable and should be in [DD/MM/YYYY](#) format.

The screenshot shows the 'Create Event' form with the start and end date fields highlighted with a red box. The start date is '02/04/2019' and the end date is '31/12/2020'. The 'NEXT' button is visible at the bottom.

Choose the [DAY OF THE WEEK](#) when the sessions will take place. The days of the week are pulled from your approved application. If you are running sessions on multiple days, click 'add weekly session' for any additional days.

The screenshot shows the 'Create Event' form with the 'Select a day' dropdown menu highlighted with a red box. The dropdown menu is open, showing the days of the week. The 'NEXT' button is visible at the bottom.

Enter [START AND END TIMES](#) for your sessions. You can add as many weekly sessions as you have approved days of the week from your original application.

The screenshot shows the 'Create Event' form with the start and end time fields highlighted with a red box. The start time is '11:00' and the end time is '12:00'. The 'NEXT' button is visible at the bottom.



Check **COST PER SESSION** details. These details are pulled from your application but can be edited if needed to change the price or make the events free.

**Create an Event**

Please select "Free" above if there is no charge for this session. If you want to add a cost please click "Paid" and then type the cost in the text box.

FREE PAID

£2.96

NEXT

Add a **DESCRIPTION** for the event. This is important as this will appear on **THEFA.COM** and allow people to read about your centre and the activity on offer.

**Create an Event**

Please write a brief description for your event. This will appear on search on thefa.com and help users understand the type of session you are running. Please do not copy and paste your text from another application, but type into the text box below. When typing please use letters, numbers and only these special characters here " @, %, ", +, -, /, = ".

This is a 5-11 girls session. All abilities welcome

649 characters remaining

NEXT

Choose a **VENUE** from the approved list of venues provided on screen for this event.

**Create an Event**

Please select your venue from your approved list of venues below. If you want to narrow down your search please enter the venue name or postcode below

Venue Name / Postcode

The Health Club At One Aldwych  
1 Aldwych, London, WC2B 4BZ

NEXT

Once a venue is chosen, select your **SURFACE TYPE**.

**Create an Event**

Please state the surface type for the event

Surface Type

3G or AstroTurf  
Indoor  
Grass  
Others

NEXT

Enter the **NAME OF THE SESSION** which will be displayed for participants when they search for, find and book your event.

**Create an Event**

Please confirm the name for the event.

Wildcats Ealing Central

NEXT

Select your **COACHES** for the event. Please add each of the coaches you require from the list. You will also need to do the same for your Volunteer and Designated Safeguarding Officer on the next two screens. If you have more than one person for a role, please ensure you add them all whether they are coaches, DSOs or volunteers.

**Create an Event**

Please select who will be the coaches for this event?

Whethering Winter

Email: whetheringwinter@gmail.com

Add another coach

NEXT

Review and/or edit organiser **CONTACT DETAILS** which are pulled from the approved application. Please note: contact details are public to all.

**REVIEW SUMMARY** of application details before the collection of sessions are created. Clicking on the pencil icon against any of the sections takes you to that particular section to make any further edits.

Once details are all correct, click **CONFIRM EVENT** button for the sessions to be created.

Once the collection of sessions are created, confirmation appears on screen and the user can view the sessions by clicking on the **VIEW EVENT** button. Your sessions will now appear on search on thefa.com for people to search for, find and book onto. The sessions will take about 30 minutes to appear from the point you have made these updates.

To review your centre details use the 2 tabs provided.

**DETAILS:** Gives information about the event, the application ID against which the event is created, the from and to dates, gender, venue/s, staff associated with the event.

**SESSIONS:** Gives information about the collection of sessions created.

Should you have any problems with the application process, please contact: **SSEWILDCATS.CENTRES@THEFA.COM**